

**NEW RICHMOND HERITAGE CENTER**

**715-246-3276**

**1100 Heritage Drive**

**New Richmond, WI 54017**

**www.NRHeritageCenter.org**

**Date of Booking:** \_\_\_\_\_

**RESERVATION CONTRACT**

**Day of Week:** \_\_\_\_\_ **Rental Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Day of Week:** \_\_\_\_\_ **Rental Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Name of Renter:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Building Name:** \_\_\_\_\_ **Cost:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Pavilion Tables**    **Pavilion Microphone**    **Total:** \_\_\_\_\_

**Yes**     **No**     **Yes**     **No**     **Deposit:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_ **Pd:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LIABILITY:** The New Richmond Preservation Society, Inc. and its individual members are not responsible for accidents, injury or loss of individual property when the property is being used by another organization or individual(s). The user will be responsible for the reimbursement of any expenses incurred by the Society in repairing any damage that occurs while the property is in use. The user will also be responsible for the replacement value of any loss of Heritage Center property while the facilities are in use.

**I (we) understand and agree to the attached rental policies and liabilities .**

\_\_\_\_\_  
**(Renter)**                      Please sign and return with payment                      **Date**

\_\_\_\_\_  
**(New Richmond Heritage Center)**                      **Date**

## **HERITAGE CENTER** **RENTAL POLICIES & LIABILITIES**

**PURPOSE:** *The New Richmond Heritage Center shall be used as a facility for educational, historical and cultural activities; for the preservation and display of local history; as a classroom for the demonstration of earlier ways of life; as a center for the practice in, and demonstration of, both old and contemporary arts and crafts; as a meeting place for community groups and organizations; and as a center for the preservation and promotion of the cultural heritage of the City of New Richmond and surrounding area. In addition, the farmstead is available for use as a recreational meeting place for community leisure, health and fitness, business and outdoor activities.*

- ❖ **NON-PROFIT:** For the purposes of this policy, non-profit shall be interpreted to mean community service organizations, which are staffed primarily by volunteers. This definition does not include government organizations/offices, or trade/business/professional assoc.'s
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**DEPOSITS:** A deposit of one half the rental fee is required to secure reservations with the balance due prior to the scheduled event. Deposits are non refundable if an event is cancelled.

**CLEANING:** Users of the facilities are expected to pick up and remove garbage, and leave the premises in the same condition as found at the beginning of the reservation time. Cleaning supplies for the Pavilion are in the utility room and in the shower of the men's room. Cleaning supplies for the Farmhouse are under the kitchen sink. Please remove all garbage. A dumpster is north of the barn (May - November.) The facilities are to be set in the same order as renter found them by end of rental date.

**CHILDREN:** Children must be supervised at all times and should not be allowed to touch and play with objects.

**NO SMOKING:** Smoking is not allowed inside any Heritage Center building.

**ALCOHOL:** Complimentary alcohol may be served at events held at the New Richmond Heritage Center but there can be NO cash bar or tips accepted at any time.

**DECORATING:** Decorations may not be attached to walls or woodwork without prior permission. When allowed, decorations must be affixed in such a manner that does not permanently damage the buildings.

**CANDLES:** Candles may NOT be used.

**FIRES or FIRE RINGS:** Fires or fire rings are not permitted on the Heritage Center grounds.

**CONFETTI:** No paper confetti or rice may be used outside.

New Richmond *Noise Ordinance* in effect from 10:00 pm - 9:00 am

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